

DDA Advisory
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4 APR 1977

77-144711

MEMORANDUM FOR: Chairman, Executive Advisory Group

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Action Plan for the 30-Year Declassification
Review Program

1. On 1 March 1977, the members of the Executive Advisory Group were briefed on the scope of and the requirements for adequately staffing and supporting the Agency's Thirty Year Declassification Review Program.

2. Upon completion of this briefing, those in attendance discussed how best to deal with this required undertaking and came to an agreement in principle on those items contained in the attached action plan which is now being forwarded to you for your approval.


STATINTL


John F. Blake

Attachment: a/s

() Approved () Disapproved

STATINTL


Chairman, Executive Advisory Group

2 April 77
Date

Distribution:

Original - Chairman, EAG (to be returned to DDA/ISAS)
1 - Chairman, EAG
1 - ER
2 - DDA

ACTION PLAN FOR THE 30-YEAR DECLASSIFICATION REVIEW PROGRAM

1. That a centralized Agency unit, the Records Review Branch, be established within the DDA under the Information Systems Analysis Staff (ISAS) to conduct the systematic declassification review of all records, documents, and information originated by or clearly attributable to the Central Intelligence Agency or its predecessors in accordance with Section 5E of Executive Order 11652, the National Security Council Directive of 17 May 1972 and Section 3(d)(1)(viii) of Executive Order 11905.

2. That each directorate and the DCI's office immediately detail one officer (preferably senior enough to be able to make decisions and commitments for his/her organization) to the Records Review Branch to assist in the Staff's initial organization, including the preparation of review guidelines for the 1946-1950 time period. Additional personnel will be assigned as specific workloads are identified and it is currently estimated that a total of 30 full-time reviewers (13 DDO; 7 DDA; 6 DDI; 2 DDS&T; 2 DCI), seven clericals and three supervisors will be required to review and process the records associated with the 1946-1950 time period. It is understood that pending allocation of adequate resources for the 30-Year Declassification Review Program, staffing will be accomplished through the assignment of detailees with the assigning organization absorbing all costs involved. This situation will be eliminated in FY-79 if the 40 new positions and the \$1.1 million the DDA will include for this project in its FY-79 program requirements are approved.

3. That each directorate be requested to officially designate a senior focal point officer to aid and assist the Records Review Branch in promptly solving unique problems associated with the review and handling of information generated by his/her organization.

4. That each directorate and independent office initiate, upon notification by the Records Review Branch, a systematic survey of its inactive file holdings at the Agency Archives and Records Center. This survey would be conducted by the directorate or independent office records management officers according to guidelines provided them by the Records Review Branch. The purpose of this survey will be to:

a. determine the content and time frame of inactive files (now inadequately identified) in order that a direct, systematic review can be organized;

b. determine if there are any inactive files that can be declassified without a page-by-page review; and

c. purge Agency holdings of all inactive records officially certified as disposable prior to the start of any actual review activity.

To obtain maximum benefits, this final aspect of the survey should be coordinated with, and monitored by, ISAS, Records Administration Branch.

5. That the Records Review Branch be officially delegated the authority to make declassification decisions on documents and information:

a. originated by any present or former component of the Agency;

b. originated by a predecessor organization, the responsibilities and functions of which are now held by the Agency; and

c. information over which the Agency has exclusive or final authority appearing in documents of non-Agency origin.

6. That action be initiated by the Records Review Branch to officially establish liaison contacts with other Federal agencies who hold classified CIA documents or whose classified documents and information can reasonably be expected to be present in Agency files.